

State of Hawaii  
Department of Health  
Communicable Diseases Division  
STD/AIDS Prevention Branch/STD Prevention Program

## **Addendum No. 01**

**May 3, 2011**

**To**

**Request for Proposals**

**RFP No. HTH 100DH-11-01**  
**STD Medical Services at the STD Clinic**  
Date Issued: April 20, 2011

May 3, 2011

**ADDENDUM NO. 01**

To

**REQUEST FOR PROPOSALS  
STD Medical Services at the STD Clinic  
RFP No. HTH 100DH-11-01**

The Department of Health, Communicable Diseases Division, STD/AIDS Prevention Branch/STD Prevention Program/STD Clinic is issuing this addendum to HTH 100DH-11-01, STD Medical Services at the STD Clinic for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:  
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Honolulu, Hawaii 96816

HTH 100DH-11-01 STD Medical Services at the STD Clinic is amended as follows:

*Subsection Page*

**Section 1, Administrative Overview**

No Change

**Section 2, Service Specifications**

No Change

**Section 3, Proposal Application Instructions**

No Change

**Section 4, Proposal Evaluation**

4-1, Added this section: Proposal Evaluation,  
Evaluation Process, Evaluation Criteria,  
4-2 Sample

**Section 5, Attachments**

No change

## Section 4

# Proposal Evaluation

### **Evaluation Process**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

### **Evaluation Criteria**

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached when upon completion of the evaluation process.

#### *Evaluation Criteria for Qualifications*

A pass/fail grading system will be used to screen qualified applicants.

Qualified applicants must meet minimum experience requirements:

- Valid license to practice medicine in the State of Hawaii
- Current medical malpractice insurance

In addition, applicant must accept the pricing structure rate and state work schedule availability.

Evaluation of  
 RFP No. HTH 100DH-11-01 STD Medical Services at the STD Clinic  
 Issued April 20, 2011

**SAMPLE**

**Proposals that meet all the minimum requirements will be scored as follows:**

Applicant:

Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
<b>Qualifications</b>	<b>70</b>	
<b>Experience</b>		
• Previous work in public STD Clinic environment and the population it serves	10	
• Previous experience STD examinations, treatment, and point of care testing	10	
• Previous experience STAT laboratory work	10	
• Knowledgeable about STD Clinical Practice Guidelines	10	
• Knowledgeable about STD Treatment Guidelines	10	
• Laboratory director is knowledgeable of Clinical Laboratory Improvements Amendments (CLIA) requirements, epidemiology, and public health, and available during non clinic hours	15	
• Continuing medical education credits relating to STD	05	
<b>Comments:</b>		
<b>Organization</b>		
• N/A		
<b>Comments:</b>		
<b>Personnel</b>		
• N/A		
<b>Comments:</b>		
<b>Facilities</b>		
• N/A		
<b>Comments:</b>		
<b>Pricing</b>	<b>10</b>	
• Available M-F during clinic hours	(10)	
• Available 3 - 4 days per week during clinic hours	(05)	
• Available 2 days per week	(03)	
• Available 1 day per week	(02)	
<b>Comments:</b>		
<b>TOTAL:</b>	<b>80</b>	

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Title: STD Medical Services  
at the STD Clinic